

## **BOARD MEMBER RESPONSIBILITIES**

As a member of the board of directors of the Diamondhead Main Street Association (DMSA) Board of Directors, I believe in the mission and purpose of the organization and I will act diligently, responsibly, and prudently as its steward. I recognize that I have a legal and moral responsibility to ensure that the organization effectively pursues its mission, goals, and objectives.

I understand that the board of directors is responsible for the finances of the organization and establishes program policy. I understand that the board is responsible for fulfilling the legal and financial requirements in the conduct of its business affairs as a not-for-profit 501(c)(3) corporation and that in order to maintain its federal tax exemption, DMSA must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

As part of my responsibilities as a board member, I will:

1. Work in good faith with staff and other board members in achieving the organization's goals and objectives.
2. Stay informed about the organization's activities in order to actively participate in discussion and make decisions on issues, policies, and other board matters.
3. Share my expertise, knowledge, and skills to support DMSA's organizational goals and objectives.
4. Serve as an advocate for the organization's mission to my community and act as a spokesperson for the organization.
5. Attend all regularly scheduled board meetings and specially called meetings, as stipulated in the by-laws.
6. Make a personal financial contribution at a level that is meaningful to me.
7. Participate in the organization's fundraising activities and encourage financial support for DMSA among members of my professional network.
8. Act in the best interest of the organization and recuse myself from discussions and votes where I have a conflict of interest.

I affirm that I have read and understand the policy and agree to comply with the policy.

In exchange for my service on the board of directors, DMSA staff agrees to:

1. Provide financial reports and an update of organizational activities that will help me meet the “due diligence” requirements of the law.
2. Provide opportunities to discuss the organization’s programs, activities, goals and objectives with the Executive Director and the Board President.
3. Help me perform my duties by keeping me informed about issues in the community in which we work and by offering me opportunities for professional development as a board member.
4. Respond in a straightforward manner to questions I have that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization.
5. Work in good faith with me in achieving DMSA’s goals and objectives.

**IN WITNESS WHEREOF, the following parties have executed this agreement:**

By: \_\_\_\_\_  
Member, Board of Directors                      Date                      \_\_\_\_\_

By: \_\_\_\_\_  
President, Board of Directors                      Date                      \_\_\_\_\_

By: \_\_\_\_\_  
Executive Director                      Date                      \_\_\_\_\_

**Application for Diamondhead Main Street Association Board of Directors**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Business Name: \_\_\_\_\_

Reside in Moss Point? Yes \_\_\_ No \_\_\_\_\_ # of yrs? \_\_\_\_\_

Work in Moss Point? Yes \_\_\_ No \_\_\_\_\_ # of yrs? \_\_\_\_\_

Work in Downtown Moss Point District? Yes \_\_\_\_\_ No \_\_\_\_\_ Number of years? \_

List current or prior service on Boards, Committees, or Commissions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List community activities in which you are involved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your qualifications, experience, and education, and list any technical or professional requirements you have relative to the duties of the MSMPA Board of Directors: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your goals in serving on the DMSA Board of Directors? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you read the Board Member Responsibilities, and are you willing to serve as an active member of the DMSA Board of Directors? Yes \_\_\_ No \_\_\_\_\_

*Applications should be returned to DMSA, Post Office Box 8275, Moss Point, MS or by email to  
jeremy.boulware@hancockwhitney.com, no later than June \_\_\_ by 5:00 p.m.*